Staff Advisory Committee
Minutes
Tuesday, October 18, 2011 @ 10:30AM
Dawsey Conference Room (SNGL 112)

Members Present: Tim McCormick (Chair), Jackie Andrews, Jesse Gaither, Carolyn Hickman-Williams, Paula Holt, Meg Hurt, Jenna Jazwinski, Ronnie Jordan, Harriette Louis, Vicky Rabon, Brian Rothenberger, Rodney Sessions, and Frankie Weeks.

Members Absent: Jody Davis, Jillian Ernest, Poppy Hepp, and Regis Minerd.

Open Forum
Michael Ruse gave the SAC an overview of the Quality Enhancement Plan (QEP), The Coastal Experience, whose purpose is to strengthen the abilities of students to link theory with practice by expanding and enhancing experiential learning (EL) across the university’s educational programs. The program will go into effect on July 1, 2012. The design of the program is expected to be completed by December 31, 2011. Faculty, staff, and student input is encouraged by using their website at www.coastal.edu/SACS/QEP or via email at QEP@coastal.edu. J. Gaither will add a link to the QEP website from the SAC website.

Approval of Minutes
A motion to accept the September 27, 2011 minutes was made by R. Sessions and seconded by J. Gaither. The minutes, as amended, were approved.

Old Business
Topic for Atheneum Newsletter
J. Jazwinski will write a short article for the Atheneum newsletter. Because the need for new employee orientation was mentioned often in the recent SAC survey, members suggested that this be the subject of the first article.

Succession Plan for SAC Chairperson
T. McCormick spoke to Pat West and President DeCenzo about a succession plan for the SAC Chairperson. The go-ahead was given for SAC to nominate a Chair-Elect (for the approval of HR and President DeCenzo) by December 2011 who would then learn the ropes beginning 12/SP until the current Chair’s appointment expires on June 30, 2012, at which time the Chair-Elect would become the Chair. The term of the Chair would be two years (July 1, 2012 thru June 30, 2014). By next meeting, members were asked to give some thought to nominations from within the current SAC as well as candidates from the staff at large.

SAC Survey of Staff
T. McCormick will talk with Anne Monk about the summarization of the recent SAC survey results for President DeCenzo’s review, and obtain a copy of the summary.

Suggestion Boxes
The suggestion box which was originally housed in the Student Center prior to renovations a year ago was installed in the Dean’s reception area of the Humanities Building. J. Gaither has added this suggestion box location to the SAC website. P. Holt reported that the new suggestion box to be placed in the Sands Building is nearly completed and is expected to be installed next week.

SAC Postcard
R. Minerd let T. McCormick know that the SAC postcard to be used to promote visibility of the Staff Advisory Committee (SAC It To Me!) will be delivered to HR to disseminate via interschool mail.

Directory Updates
T. McCormick reported that directory updates have been done.
**Reminder(s) for Supervisory Approval of Employee Time Entry**
Pat West, HR, is checking to see if additional automated reminders (the day prior to due date and the actual day that approval is due) can be sent to supervisors for time entry approval in addition to the early reminder currently sent.

**Borrow a Ladder**
R. Sessions will speak to Facilities to find out why a work stoppage occurred when a suggestor went Facilities to borrow a ladder for 15 minutes and was denied because a work order was needed.

**Picnic Table Locations**
Regarding a recent suggestion, T. McCormick was informed by Facilities that picnic tables are not routinely moved around campus (such as for tailgating), nor would they be secured to prevent relocation. Sandy Williams also stated that if a table was previously in your area and is not currently, a work order submitted to Facilities will replace it (or return yours to your location if you know the current location).

**Issuing Parking Permits to Students**
J. Ernest will look into how other universities efficiently handle the high volume of students obtaining parking decals at the start of the Fall semester. She will report at the next meeting so that we can respond to a suggestor.

**Parking Area Closures**
R. Sessions will inform a recent suggestor that Public Safety already does routinely announce via email when events on campus affect faculty/staff parking.

**Benefits Fair**
The Staff Advisor Committee was represented at the benefits fair on October 14, 2011, with a display using the SAC banner, bookmark handouts, and suggestion forms. Thanks to C. Hickman-Williams, M. Hurt, H. Louis, T. McCormick, R. Minerl, V. Rabon, and Frankie Weeks for staffing the table and to R. Minerl for designing and producing the bookmark to handout. This presence was beneficial to SAC in that it increased SAC visibility as many staff stopped to chat and/or submit suggestions.

**University Defibrillators**
Greg Weisner of the Office of Environmental Health and Safety told T. McCormick that there are 30 defibrillators at CCU and 83 individuals are trained. The free training is provided to staff and faculty who register.

**New Business**

**New Suggestions**
A suggestor recommended that the Staff Advisory Committee be changed to a Team or Council due to Public Act implications. The SAC has purposely decided to remain a committee in order to provide transparency and public visibility. D. Laudemn will notify suggestor.

In order to prevent falls in damp/mildew conditions, it was suggested that abrasive slip-strips be added to the wooden planks on the bridge to Wall College of Business and the one to the Commons. P. Holt will look into the situation. Work orders should be submitted by individuals who observe unsafe conditions. D. Laudeman will notify suggestor.

A suggestion was made to create interactive or stationary board displays of scientific name/picture of native species (birds/turtles/fish/snakes/raccoons) who make the campus their home, and install the weatherproof displays directly over the bridge railings at Wall College of Business and the Commons, on both sides. Suggestor stated that this could be a research project for science students and a photography/drawing research project for fine arts students, or something for which Graduate Assistants could be tasked. SAC members believe this could be incorporated into the QEP and will be recommended to them. D. Laudeman will notify the suggestor of this plan.
C. Williams will check with Lori Cox in HR about a suggestion to have a mammogram bus come on-campus to provide this very important health prevention/detection concern as it is believed that this consideration is already in process. D. Laudeman will notify the suggestor.

A suggestion was submitted to give tuition breaks to the family members of CCU employees. While it is believed that we cannot receive a benefit not offered to other state employees, we will check if other state schools offer this “benefit.”

As a result of a suggestion, P. Holt will look into having a water fountain installed in Kingston Hall where there is none.

P. Holt will look into the possibility of getting a gazebo for Human Resources (Prudential Building) as a suggestor noted HR was lacking a designated smoking area.

Two suggestions were received concerning flex time. One asked for year-round 4-day work weeks, covering 5 days but alternating who works which days. The second suggested having Fridays off. Some SAC members reported that many staff members with young children prefer to work the “normal” work schedule in order to spend evening time with family and accommodate childcare givers. T. McCormick will discuss with Administration.

A suggestor pointed out that a central “reservation” process would make meeting planning an easier process. It was recommended that a work order process would encompass all of the meeting needs, i.e., media services, room set-up, room reservation, catering. Currently, these requirements are handled via separate reservation requests and thru separate operation systems for those work orders. It would likely require additional staff to make this happen in one location. H. Louis will discuss this suggestion with Porter Medley.

A suggestion was made to have the “reserved parking” at the Singleton building used by the individuals for which it was set up, so the normal parking spaces are able to be used by other drivers. T. McCormick will talk with Stacie Bowie.

A staff member was offended by the recent “Love your Body” campaign, suggesting that it was sexual harassment and offensive. F. Weeks will discuss these comments with Jilleian Sessions-Stackhouse.

At the Benefits Fair, staff members suggested that SAC should have giveaways like the rest of the vendors represented there.

Note Taker Needed
Annie Johnson from the Office of student Accounts, was recommended to be the new SAC note taker. T. McCormick will talk with her supervisor to request Annie’s assistance on SAC’s behalf.

Next Meeting
The next SAC meeting will be held on Tuesday, November 8, 2011, at 10:30AM in the Lib Jackson Student Center, room 205.

Adjournment
The meeting adjourned at noon.